



Exhibitor Video Chat Booth Staff and Complimentary Conference Registrations

Traditionally, exhibitors are given staff badges that will allow them access to staff the exhibit booth and attend sessions and other conference events with the same badge.

Since the 2020 conference is virtual, the same processes will not apply. There are two separate systems and distinctions for exhibitor “staff”. Please see below for a description of the differences between booth “staff” and “conference registrations”.

Booth Staff: Listed in the Exhibit Booth Portal

The staff that will be using the video chats within your booth must be listed via the exhibit booth portal. They need to be entered in the “Video Chat Booth Staff” task. You can have up to 3 booth staff active at one time and they can be swapped in/out throughout the week.

These staff listed in the booth will NOT be able to log into the conference and attend sessions through the exhibit booth login. Their access is strictly limited to the video chat function.

In the “Video Chat Booth Staff” task, the staff listed as “Assigned” are the ones that will be active and show in the Video Chat tab of the booth. The green check mark under “Booth Staff” must also be checked to activate the staff.

You may add additional booth staff (click on “Add Booth Staff” in top left corner) and these staff will automatically be added to the “Available” section at the bottom.

To move an *assigned* staff to *available*: click on their name and click “remove”, this will not remove their name, it will only remove them from the assigned category

To move an *available* staff to *assigned*: click on their name and click “add to list”

NJLM Booth Staffs (Records: 2)							
+		+		+		-	
ADD BOOTH STAFF		EXPORT BOOTH STAFF LIST		COLLAPSE ALL			
Name	Photo	Bio	Booth Staff	Phone	Address		
Assigned Booth Staffs (2)							
1	Suzanne DeLany		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
2	Kristin Lawrence		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Available Booth Staffs (2)							
	Michael Cerra		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	Taran Samhammer		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Complimentary Conference Registrations: Registered through the Experient web registration system

As a benefit to being an exhibitor, each company will receive three (3) complimentary conference registrations. These registrations will provide login access to attend sessions, networking, chatrooms, etc.

These registrations will NOT be able to access the booth or video chat function.

The link to register for these complimentary registrations will be emailed to the main contact and posted on the League website www.njlm.org/exhibit on Friday 11/6/20.

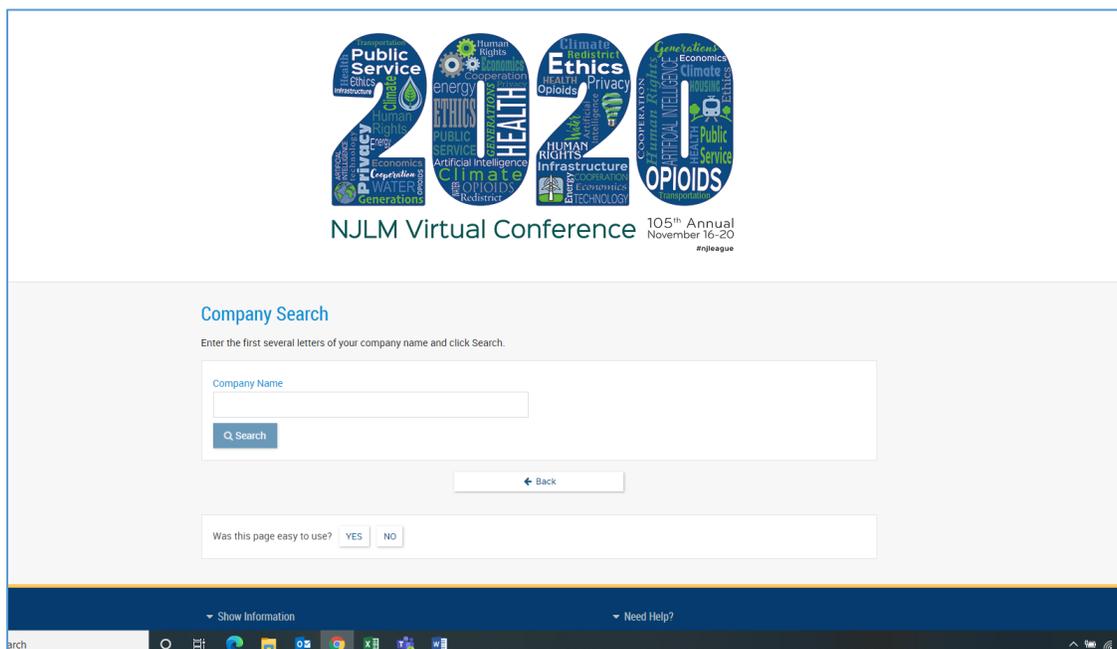
Below is what the website will look like:

Enter Your Company name and click “Search”

Password is your company zip code (this will be included in the 11/6/20 email)

Proceed to enter your contact information and complimentary registrations.

Additional Registrations over the 3 complimentary: On your dashboard, there will be a form to download, complete, and email for additional names. The cost is \$60 each.



The screenshot shows the registration page for the NJLM Virtual Conference 2020. At the top, there is a large graphic with the year '2020' where each digit is filled with various industry-related terms like 'Public Service', 'Ethics', 'Health', 'Climate', 'Artificial Intelligence', 'Infrastructure', 'Opioids', 'Human Rights', 'Energy', 'Water', 'Economic', 'Privacy', 'Generations', 'Medical', 'Public', 'Service', 'Technology', 'Infrastructure', 'Economic', 'Climate', 'Artificial Intelligence', 'Infrastructure', 'Opioids', 'Human Rights', 'Energy', 'Water', 'Economic', 'Privacy', 'Generations', 'Medical', 'Public', 'Service', 'Technology'. Below the graphic, it says 'NJLM Virtual Conference 105th Annual November 16-20 #njleague'. The main content area is titled 'Company Search' and contains a form with a 'Company Name' input field, a 'Search' button, and a 'Back' button. Below the form is a feedback question: 'Was this page easy to use?' with 'YES' and 'NO' radio buttons. At the bottom of the page, there are links for 'Show Information' and 'Need Help?'. The browser's taskbar is visible at the very bottom.

If you have staff that will be “staffing” the video chat in the booth AND want to attend the conference, they will need to be listed in the booth portal AND the Experient registration website.

If you have questions, please contact Kristin Lawrence at klawrence@njlm.org or 609-695-3481 x125